

PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
04 OCTOBER 1988 - 11 OCTOBER 1988

I. STATUS OF TASKS ASSIGNED BY SENIOR MANAGEMENT:

NONE.

II. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED
DURING THE PRECEDING WEEK:

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JP C. ON 5 OCTOBER, THE OFFICE OF CURRENT PRODUCTION AND ANALYTICAL SUPPORT (CPAS) INFORMED THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (OL/P&P6) THAT THEY ARE IN THE PROCESS OF COMPOSING A PUBLICATION FOR THE PRESIDENT ELECT AND THE NEW ADMINISTRATION. IT WILL CONSIST OF 33 MAPS, 69 GRAPHICS, 71 PHOTOS AND 60-70 PAGES OF TEXT. P&P6 RECEIVED HALF OF THE GRAPHICS AND MAPS ON 7 OCTOBER. THE REMAINDER, INCLUDING THE TEXT, ARE EXPECTED ON 14 OCTOBER. A DYLUX PROOF IS PLANNED FOR 24 OCTOBER FOLLOWED BY A COMPLETION DATE OF 4 NOVEMBER. THIS DOCUMENT WILL BE GIVEN TO THE NEW PRESIDENT ON THE DAY AFTER THE ELECTION.

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25X1 U. DURING THE PAST WEEK, FIVE MORE [] MAPS WERE RECEIVED BY THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (DL/P&P6) AND PUT INTO PROCESS. AT PRESENT, THERE ARE 12 MAPS IN THE PRINTING PRODUCTION CYCLE. ACCORDING TO [] OF THE OFFICE OF CURRENT PRODUCTION AND ANALYTICAL SUPPORT (CPAS), THE REMAINING MAPS ARE PROBABLY SMALLER THAN THE 38 X 50 MAPS WHICH HAVE BEEN PRINTED. SMALLER MAPS MAY BE PRINTED WITH FASTER TURN-AROUND TIME BECAUSE WE WILL BE ABLE TO PRINT THESE ON THE 6/COLOR PRESS.

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E. WORK CONTINUES ON MATERIAL FOR THE DIRECTOR'S OFFSITE WHICH IS SCHEDULED FOR THE END OF OCTOBER. UP TO THIS DATE, THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (DL/P&P6) HAS COMPLETED 73 FILE FOLDERS WITH INDIVIDUAL GOLD STAMPING OF NAMES ON EACH FOLDER. ALSO, WE HAVE PRINTED NAME TAGS AND PLACE CARDS FOR ALL ATTENDEES. THE AGENDA IS STILL OUT ON PROOF AWAITING FINAL PRINTING APPROVAL. WE EXPECT THIS WILL BE HELD UNTIL THE LAST POSSIBLE MINUTE TO ACCOMMODATE ANY CHANGES WHICH MAY OCCUR.

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G. A SUCCESSFUL BRIEFING WITH THE DIRECTOR OF THE CENTRAL INTELLIGENCE AGENCY (DCI) AND THE EXECUTIVE COMMITTEE (EXCOM) WAS GIVEN BY [] HEAD OF THE AGENCY SPACE TASK FORCE ON THE AFTERNOON OF MONDAY, 3 OCTOBER, USING A SERIES OF GRAPHICS CREATED BY THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (DL/P&P6). THIS PORTION OF THE SPACE TASK FORCE PROJECT (22 VUGRAPHS) WAS DELIVERED TO D&PC ON THE EVENING OF WEDNESDAY, 28 SEPTEMBER, WITH AN ESTIMATED DESIGN TIME OF 20 MANHOURS AND A DEADLINE OF FRIDAY EVENING, 30 SEPTEMBER. THE DEADLINE WAS MET IN SPITE OF A LARGE PRIORITY ASSIGNMENT FOR ANOTHER DCI BRIEFING BY THE DIRECTORATE OF ADMINISTRATION, MANAGEMENT STAFF (DA/MS). IN ADDITION, AN UNEXPECTED "IMMEDIATE" REQUEST FROM THE DIRECTOR OF LOGISTICS (DL) FOR 18 VUGRAPHS ARRIVED THURSDAY EVENING WITH A DEADLINE OF NOON THE NEXT DAY. ALL PROJECTS WERE COMPLETED ON

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WHICH WILL BE USED IN A BRIEFING TO THE DIRECTOR OF THE CENTRAL INTELLIGENCE AGENCY (DCI) AND THE EXECUTIVE COMMITTEE (EXCOM). THE GRAPHICS DEPICT A SERIES OF FLOORPLANS, BUILDING DESIGNS AND NARRATIVES TO BE CONSTRUCTED [] IF FUNDING IS APPROVED. IN ADDITION TO THE INITIAL 17 VUGRAPHS, FIVE DUPLICATE SETS OF VUGRAPHS AND SIX SETS OF COLOR PRINTS WERE PRODUCED BY THE

25X1 REQUESTED DATE OF THURSDAY, 6 OCTOBER. []

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III. UPCOMING EVENTS:

A. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (OL/P&P6) WAS ADVISED OF A POTENTIAL INCREASE IN THE CONTENT OF INDIVIDUAL PRODUCTION REQUESTS SUBMITTED BY THE OFFICE OF INFORMATION RESOURCES, VISUAL MEDIA BRANCH (OIR/YMB). THIS WILL CREATE A LARGER DEMAND FOR NEGATIVES AND PHOTOGRAPHS FOR DAILY PRIORITIES. OIR/YMB SERVES AS A MIDDLE MAN FOR SEVERAL OL/P&P6 CUSTOMERS. THE INCREASE IS NOT EXPECTED TO INCLUDE ALL OIR/YMB JOBS AND SHOULD BE A TEMPORARY SITUATION. OIR/YMB IS AWARE THAT A REQUIREMENT INCREASE WILL REQUIRE MORE TIME TO COMPLETE THE DESIGNATED PROJECTS. [REDACTED]

B. THE CHIEF, PHOTOGRAPHY BRANCH, OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP (OL/P&P6) IS SCHEDULED TO BRIEF THE CURRENT SUPPLY OFFICER TRAINEE (SOT) CLASS ON THE PRINTING AND PHOTOGRAPHY GROUP'S ABILITY TO PRODUCE BRIEFING AIDS. THE PRESENTATION WILL BE GIVEN ON THE MORNING OF TUESDAY, 18 OCTOBER [REDACTED]

IV. MANAGEMENT ACTIVITIES AND CONCERNS:

THE SECOND DATAGRAPHIX XR COM RECORDER SYSTEM HAS ARRIVED AT THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY GROUP, COMPUTER OUTPUT MICROFILM (OL/P&P6/COM) CENTER. IT WILL BE NECESSARY TO STORE THIS EQUIPMENT IN GJ-56 HEADQUARTERS UNTIL THE 3M-TO-DATAGRAPHIX SOFTWARE CONVERSION IS COMPLETED. THE TARGET DATE FOR THE INSTALLATION OF THIS SYSTEM IS 1 DECEMBER. [REDACTED]

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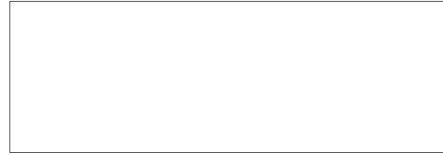
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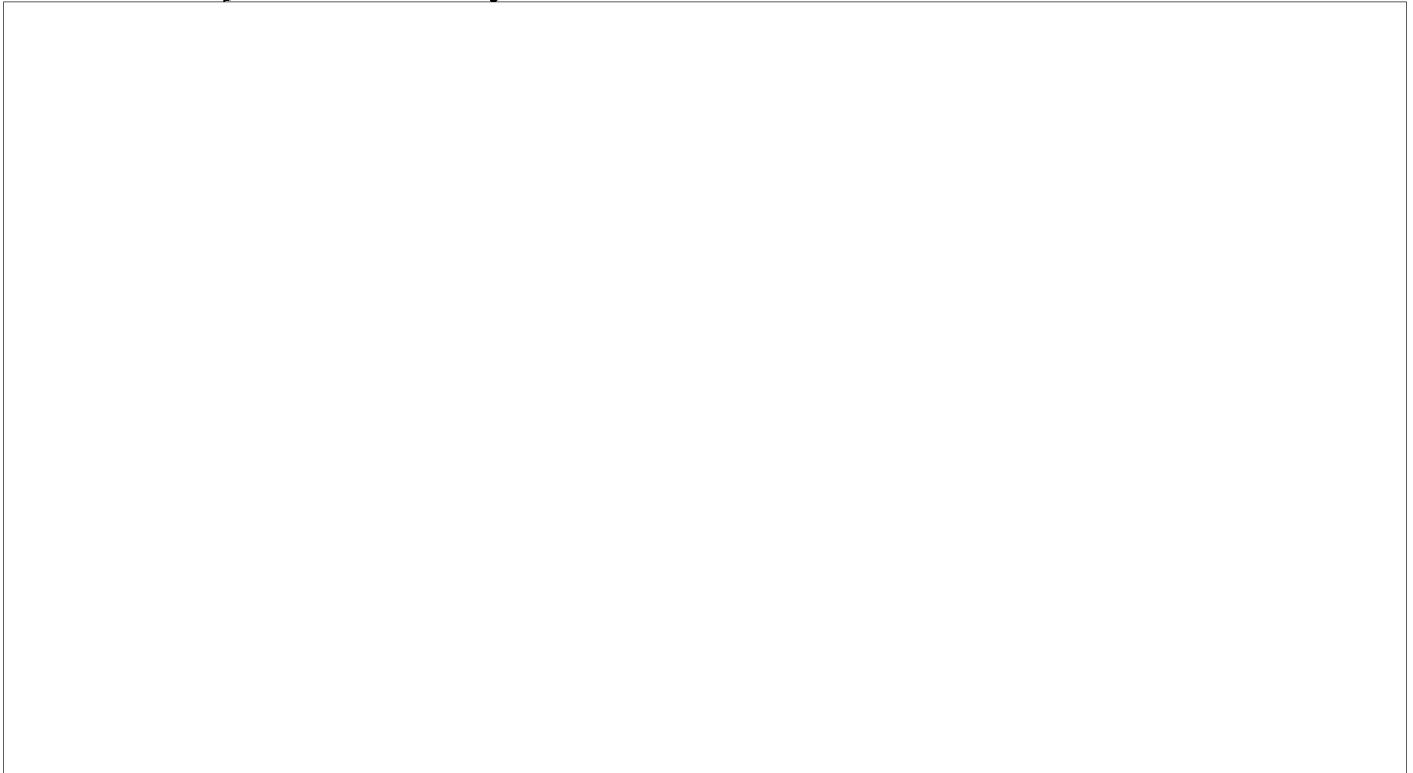
PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
04 October 1988 - 11 October 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

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C. On 5 October, the Office of Current Production and Analytical Support (CPAS) informed the Office of Logistics, Printing and Photography Group (OL/P&PG) that they are in the process of composing a publication for the President Elect and the New

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Administration. It will consist of 33 maps, 69 graphics, 71 photos and 60-70 pages of text. P&PG received half of the graphics and maps on 7 October. The remainder, including the text, are expected on 14 October. A Dylux proof is planned for 24 October followed by a completion date of 4 November. This document will be given to the new President on the day after the election. [redacted]

D. During the past week, five more [redacted] maps were received by the Office of Logistics, Printing and Photography Group (OL/P&PG) and put into process. At present, there are 12 maps in the printing production cycle. According to [redacted] of the Office of Current Production and Analytical Support (CPAS), the remaining maps are probably smaller than the 38 x 50 maps which have been printed. Smaller maps may be printed with faster turn-around time because we will be able to print these on the 6/color press. [redacted]

E. Work continues on material for the Director's Offsite which is scheduled for the end of October. Up to this date, the Office of Logistics, Printing and Photography Group (OL/P&PG) has completed 73 file folders with individual gold stamping of names on each folder. Also, we have printed name tags and place cards for all attendees. The agenda is still out on proof awaiting final printing approval. We expect this will be held until the last possible minute to accomodate any changes which may occur. [redacted]

G. A successful briefing with the Director of the Central Intelligence Agency (DCI) and the Executive Committee (EXCOM) was given by [redacted] head of the Agency Space Task Force on the afternoon of Monday, 3 October, using a series of graphics created by the Office of Logistics, Printing and Photography Group (OL/P&PG). This portion of the Space Task Force project (22 vugraphs) was delivered to D&PC on the evening of Wednesday, 28 September, with an estimated design time of 20 manhours and a deadline of Friday evening, 30 September. The deadline was met in

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spite of a large priority assignment for another DCI briefing by the Directorate of Administration, Management Staff (DA/MS). In addition, an unexpected "immediate" request from the Director of Logistics (DL) for 18 vugraphs arrived Thursday evening with a deadline of noon the next day. All projects were completed on schedule. [REDACTED]

III. Upcoming Events:

A. The Office of Logistics, Printing and Photography Group (OL/P&PG) was advised of a potential increase in the content of individual production requests submitted by the Office of Information Resources, Visual Media Branch (OIR/VMB). This will create a larger demand for negatives and photographs for daily priorities. OIR/VMB serves as a middle man for several OL/P&PG customers. The increase is not expected to include all OIR/VMB jobs and should be a temporary situation. OIR/VMB is aware that a requirement increase will require more time to complete the designated projects. [REDACTED]

B. The Chief, Photography Branch, Office of Logistics, Printing and Photography Group (OL/P&PG) is scheduled to brief the current Supply Officer Trainee (SOT) class on the Printing and Photography Group's ability to produce briefing aids. The presentation will be given on the morning of Tuesday, 18 October at [REDACTED]

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IV. Management Activities and Concerns:

The second Datagraphix XR COM recorder system has arrived at the Office of Logistics, Printing and Photography Group, Computer Output Microfilm (OL/P&PG/COM) Center. It will be necessary to store this equipment in GJ-56 Headquarters until the 3M-to-Datagraphix software conversion is completed. The target date for the installation of this system is 1 December.

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